



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ROADSIDE ENVIRONMENT STATE ADMINISTRATOR

Job Number: 20001446

Job Code: 71230V160316

Job Group: 7100 - AGRICULTURAL AND WILDLIFE SCIENCE

Job Established: 10/16/1985

Job Revised: 03/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers statewide programs for maintaining and improving the external environment of highway properties; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a master's degree in agriculture, agronomy or a related field supplemented by four years of professional experience in research or implementation of erosion control, turf management or a related field OR a bachelor's degree in one of the fields listed above supplemented by six years of professional experience as listed above.

#### **EXPERIENCE:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license at time of appointment in this classification. Employing agency is responsible for ensuring applicant possesses a valid driver's license. <http://transportation.ky.gov/driver-licensing/>

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews and researches law, regulations, policies, operations reports and technical literature to develop and recommend policies and procedures for comprehensive, uniform programs dealing with maintaining and improving the physical environment of roads and adjacent rights of way. This includes, but is not limited to, erosion control, turf management, pesticide/herbicide application, landscape maintenance, rest area operations and snow and ice removal. Monitors and enforces implementation of these policies and procedures. Drafts proposals for legislative changes affecting assigned programs. Reviews and evaluates technical data supplied by manufacturers and staff with reference to various chemical herbicides/pesticides effectiveness and their effect on the environment and recommends their usage or discontinuance of use throughout the state. Develops and recommends biannual budget request for assigned programs. Monitors and administers approved budget. Develops specifications for all mowing contracts and develops change orders as necessary. Investigates and responds to complaints or inquiries from citizens and officials with respect to assigned programs. Represents the agency at regional and national meetings with reference to assigned programs. Oversees, develops and conducts technical training throughout the state with reference to assigned programs. Provides technical support services to districts. Gathers and maintains statewide records and reports as required. Requests development of special reports as needed. Develops specifications for, and recommends purchase of equipment for use in assigned programs.

**UNIQUE PHYSICAL REQUIREMENTS:**

Incumbent must be able to bend, stoop, climb and crawl.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in both an office and field setting. Travel, extreme weather and chemical application may pose hazards. Travel will be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*